POSITION ANNOUNCEMENT: Technology and Communications Specialist

DEPARTMENT: NOLAStat Unit, Office of the First Deputy Mayor and Chief Administrative Officer

Background. In January 2011, Mayor Landrieu will launch NOLAStat, an initiative based on best practices to dramatically improve performance, transparency, and accountability in New Orleans City government. The mission of the NOLAStat team is to dramatically improve the productivity and efficiency of city government by using data to manage and measure performance, to analyze what works and what doesn't, and to identify key processes that need to be reformed in order to improve results. The NOLAStat Team will be responsible for helping departments create business plans, clarify their mission, set performance goals, and provide the analysis necessary for the Mayor and Deputy Mayor team to hold departments accountable for performance. The NOLAStat team will be responsible for leading and organizing regular NOLAStat accountability sessions where senior staff will review performance accomplishments of departments through the analysis of data. These sessions will be open to the public, thus promoting accountability and transparency in the delivery of City services.

Job Duties. The Technology and Communications Specialist will support the NOLAStat team in the implementation of the NOLAStat performance management system. They will be responsible for analyzing performance data into readable documents, presentations, maps, websites, and other media that will critical for City managers and the public to assess the performance of City government.

Skills, Experience, and Bacground

- Entrepreneurial, self-motivated problem solver who have a history of finding proactive solutions to challenging problems
- Superior command of web-based software packages, presentation software, ArcGIS, and other similar software packages that can be used to communicate data in an easily interpretable way
- An ability to work well both in team settings and individually
- A strong desire to transform New Orleans city government into a high-performance organization
- A professional background of at least two years in web-based communications, professional writing, data analysis, business consulting or a similar field.
- A bachelors degree in computer science, statistics, public administration, public policy, business administration, urban planning, or a similar field is essential. A graduate degree or some graduate education in a related field is a plus
- Mastery of multiple software packages including document production, mapping, webpage development, and database management is essential

Application instructions:

Please email resume, cover letter, and a professional writing sample, memorandum, powerpoint presentation, etc. that demonstrates analytic capability and/or the ability to use data to make a make a compelling argument to ojwise@nola.gov

Deadline: December 1, 2010

Salary based on experience.